



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-06

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Delimiting Recurring Payment & Deduction Records (IT0014) at Separation

Many inactive employees and employees that have transferred to non-paid agencies have active recurring payments and/or deductions (end date of 12/31/9999 in ISIS HR). **It is the agency's responsibility to delimit these records when an employee is separated and it is imperative that these deductions be delimited immediately.** Below is an excerpt from ISIS HR Help for delimiting recurring payment and deduction records:

ALL recurring payments and deductions MUST BE DELIMITED. Failure to do this impacts the employee if ever rehired, because the system will attempt to take (or pay) amounts for any period the record was active during the separation period. This will occur the first time payroll is processed upon the employee's return to work.

Agencies should be executing the Potential Separation/Transfer Error Report (ZP42) every pay period. A new error "P0014 Not Delimited Prior to Separation Date" was recently added to this report to identify those employees that are separated in the current pay period with active IT0014 records.

To delimit recurring deductions for inactive employees, agencies should follow ISIS HR On-line Help for Delimit Recurring Deductions. Attached is a file for those agencies that have separated employees with active IT0014 records as of the July 12<sup>th</sup> payday. The ZP42 report should be executed for the appropriate previous pay periods to identify all separation errors for these employees.

When retroactively separating employees **agencies must consult with the ISIS HR Help Desk first.** The ZP42 report must be run for the pay period the separation was effective (the retroactive separation date). At this time, OSUP will be monitoring these records to determine if agencies are delimiting these payments and/or deductions timely and will report to agency EA Managers if necessary.

If there are any questions, please contact the ISIS HR Help Desk at (225) 342-2677.

JWC:ACV:kmb

Attachment (agency specific)